

FIVE STAR SECURITY TRAINING

STUDENT CODE OF CONDUCT

All students are obliged by this Code and other instruments to uphold the mission of Five Star Security Training and its values.

This Code sets out in broad terms the rights and responsibilities of students of Five Star Security Training. More details of the individual sections can be found in the Policy and Procedure Manual.

This Code of Conduct is not intended to replace and it does not replace any legislation, relevant professional bodies' codes of conduct or awards and policies. All students are required to comply with the statutes or regulations be they Federal or State as well as any local government legislation and bylaws or employment agreements.

STUDENTS WILL

- Demonstrate commitment to Five Star Security Training values through their professional behaviour.
- Be aware of and observe the RTO policies and procedures at all times.
- Be familiar with and uphold the RTO obligations under State and Federal legislation on equal opportunity and anti discrimination so as to ensure all persons, be they staff or other students are treated in a fair and equitable manner in all matters.
- Not engage in any illegal or corrupt practices or conduct themselves in a way that might discredit or damage the reputation of the RTO.
- Promptly report any suspected instances of fraud, corrupt or improper conduct.
- Not engage in conduct that amounts to or may be perceived as discriminatory or harassment nor behave towards other persons in a manner that may reasonably be perceived as bullying or intimidating.
- Take pride in their appearance.
- Be familiar with the Code of Conduct and endeavor to ensure it is observed at all times.

1. COMPLIANCE WITH THE LAWS

1.1. Students must follow all Australian Federal Government and Queensland State Government laws, rules and regulations.

2. ATTENDANCE

2.1. Students are to attend and remain for the total period of all training classes.

3. GENERAL CONDUCT

3.1. Students are to be courteous and polite to all other students and to all staff.

3.2. Students must not engage in conduct that is disorderly, disruptive, lewd or indecent.

3.3. Students must behave in a manner that is not discriminatory towards any other student or staff member because of that person's race, colour, religion, ancestry, national origin, gender, marital status, sexual orientation, age, or disability.

3.4. Students are to respect the differences of other students and staff.

3.5. Students must not exhibit behaviour that may be interpreted as being abusive. This includes the wearing of any type of clothing that has offensive or racial words printed on it.

3.6. Students must not behave in a manner that disrupts other students during classroom sessions.

3.7. Students must complete all class and home assignments set by their tutors in the time allocated.

3.8. Students must follow instructions regarding the proper use of copyright.

3.9. Students must not provide false information relating to their identification.

3.10. Students must not cheat or plagiarise assignments.

4. DRUGS ALCOHOL AND OTHER ILLEGAL SUBSTANCES

Alcohol is not permitted on Five Star Security Training premises without prior approval from the CEO.

Students are not to use, possess, sell or distribute any alcohol or illegal substances on Five Star Security Training property any student doing so will be reported to the Police and dismissed from the training.

5. USE OF FACILITIES AND EQUIPMENT

5.1. All students must take care of Five Star Security Training facilities and equipment.

- 5.2. Equipment and facilities are only to be used for the purpose for which they were built.
- 5.3. Damaged, defective equipment and facilities must be reported.

6. WORKPLACE HEALTH AND SAFETY

- 6.1. Students are to conduct themselves in a safe and competent manner.
- 6.2. The policies and procedures instructions relating to health and safety are to be complied with at all times.
- 6.3. Five Star Security Training is committed to ensuring that all students are, as far as reasonably practicable, protected from risk to their health and safety whilst at the training facilities provided by the RTO.
- 6.4. Students must advise the administration of any reportable or potential infectious diseases to assist in the management of health issues.

7. PROCEDURE WHERE BREACHES OF THE CODE OF CONDUCT OCCUR

When a student puts the safety and security of any staff or student of Five Star Security Training at risk as a result of the breach of the Code of Conduct, immediate steps will be taken to remove the student from the premises.

When a student is deemed to be in breach of the Code of Conduct the student will be interviewed by the CEO. At that point a determination will be made as to the severity of the breach and the penalty if any that will apply.

When the breach is one that impacts on the safety and security of staff or other students the student may have their enrolment cancelled.

